

Agency EHRS Task Force
Meeting Minutes
September 30, 2008
11:00-11:30am

The meeting began with the introduction of the Project Lead and Project Manager :

- Tom Beever, PM
- Dr. Ray Christopher, Project Lead

Dr. Christopher reviewed the agenda for the Agency EHRS Task Force ViTS, setting the format for the meeting.

Tom Beever discussed the Project Plan.

- Provided a high-level description of the Project Plan and informed the EHRS Task Force of his availability and willingness to aide in its review.
- Requested comments by Friday, October 3, 2008.

Tom Beever provided a brief overview of the Level III schedule for the EHRS Project.

- Informed the team of the existing Project Schedule Controls.

Dr. Christopher requested all Agency EHRS Task Force members to send email correspondence and copy:

- Tom Beever
- Dr. Christopher
- Helen Shoemaker

The Agency EHRS Task Force duties and responsibilities were reviewed including:

- Meeting monthly by ViTS
- Explaining the expectations of the Task Force members

Bart Geyer provided the team with a brief overview of the current IH tasks and events underway.

The project's document depository, itshare, was introduced by Tom Beever.

- Luis Bares will be creating accounts for Agency EHRS Task Force members by next week
- Centers are encouraged to email Luis Bares if they wish to have additional accounts created for local team members.

The meeting was closed with a Question and Answer session, hosted by Tom Beever and Dr. Christopher. Questions asked were in regard to the Project Plan:

- Concurrent Licensing Issue as a Risk
- Process standardization across the Agency and unique Center needs
- Implications of Medgate for Centers currently using an EHRS